

# Project Materials Coordinators



# Who are the CPMC and the WPMC ?

- ▶ The contractor designates a *Contractor Project Materials Coordinator* (CPMC); [Standard spec 106.1](#)
- ▶ WisDOT designates a *WisDOT Project Materials Coordinator* (WPMC); [CMM 8-10.1.2](#)



*“The CPMC and WPMC work together until the project is complete”*



# Standard Spec 106.1.2

- ▶ Designate one person, either a member of the contractor's own organization or acting as an agent for the contractor, to act as the contractor's materials coordinator for the project. Ensure that this person is certified as having completed the HTCP online materials coordinator training.

**2019 Spec Edition:** Ensure that this person is certified **before assuming the role of project materials coordinator**, by successfully completing the HTCP online materials coordinator training.



# Materials Coordinator Training Courses

Two Materials Coordinator Training courses are available:

- ▶ **Materials Coordinator Training - Department (MCT-D)** is for department oversight staff (both WisDOT and consultants).
- ▶ **Materials Coordinator Training - Contractor (MCT-C)** offers a shorter version of the MCT-D course; less details about reporting that is required by project staff.





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## HIGHWAY TECHNICIAN CERTIFICATION PROGRAM



The Highway Technician Certification Program (HTCP) certifies that you have demonstrated abilities to engage in quality control or quality assurance activities in highway work contracted by the [Wisconsin Department of Transportation \(WisDOT\)](#).

Through revisions in its specifications and contractual practices, WisDOT has developed quality management program specifications, placing the responsibility of quality control in the hands of the contractor. WisDOT has specified as part of their work provisions that all highway construction materials' personnel be qualified through the HTCP to sample and test construction materials to ensure the highest quality product is being produced.

### ACADEMIC RESOURCES

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# Project Materials Coordinator

## 106.1.2 Project Materials Coordinator

- (1) Designate one person, either a member of the contractor's own organization or acting as an agent for the contractor, to act as the contractor's materials coordinator for the project. Ensure that this person is certified as having completed the HTCP online materials coordinator training available at:

<http://www.uwplatt.edu/htcp/materials-coordinators-training>

- (2) The contractor's project materials coordinator is responsible for the following:

- Communicating contract sampling and testing requirements to subcontractors at all tiers.
- Reporting out-of-specification test results to the department as soon as the information is available.
- Providing certified reports of test or analysis and manufacturers' certificates of compliance from subcontractors at all tiers and maintaining certification records as specified in [106.3.3.2](#).

- (3) Ensure that the contractor's project materials coordinator submits materials information required under the contract to a person the engineer designates. Also ensure that the contractor-designated materials person participates in scheduled weekly construction meetings or meets with their department counterpart as requested.



# Attend Preconstruction Meeting

## 8-10.1.2 Contractor and Department Designated Materials Persons

- ▶ CPMC and WPMC should both attend the preconstruction meeting.
- ▶ Review the eGuide before work operations begin to ensure that testing frequencies and documentation requirements are correct and complete.
- ▶ Establish communication methods and work expectations.





# Shared Responsibilities



## 8-10.1.2 Contractor and Department Designated Materials Persons

- ▶ Materials coordinators should work together to ensure all sampling, testing, and documentation requirements for materials approval and material/work acceptance are met.
- ▶ By working together, the PMCs will support a reduction in errors by processing all materials acceptance documentation in a timely manner.
- ▶ This will aid in reducing project close-out time and will expedite contractors' final payment.
- ▶ *“Material coordinators on both sides working together are the key”*

